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Matt Carlin  
Commissioner

Richard P. Crowley  
Chairman

Felix I. Zemel  
Administrator

Agenda

STATE BOARD OF BUILDING REGULATIONS AND STANDARDS  
BUILDING OFFICIAL CERTIFICATION COMMITTEE

*Sturbridge Public Safety Building  
Sturbridge, MA  
September 7, 2016 9:00 a.m.*

Meeting called to order by the Chairman at \_\_\_\_\_ followed by roll call:

1. Roll Call

- |  |                                  |                                 |
|--|----------------------------------|---------------------------------|
| a. Donald R. Torrico, Chairman, BOWM     | <input type="checkbox"/> present | <input type="checkbox"/> absent |
| b. Michael Clancy, Vice Chairman, SEMBOA | <input type="checkbox"/> present | <input type="checkbox"/> absent |
| c. Jeffrey Richards, MBCIA               | <input type="checkbox"/> present | <input type="checkbox"/> absent |
| d. Bonnie Weeks, Member at Large         | <input type="checkbox"/> present | <input type="checkbox"/> absent |
| e. Andrew Bobola, Member at Large        | <input type="checkbox"/> present | <input type="checkbox"/> absent |
| f. Matthew Hakala, Member at Large       | <input type="checkbox"/> present | <input type="checkbox"/> absent |
| g. Roger Fuller, MMA Representative      | <input type="checkbox"/> present | <input type="checkbox"/> absent |
| h. Robert Anderson, Member of Academia   | <input type="checkbox"/> present | <input type="checkbox"/> absent |
| i. Bill Horrocks, BBRS Representative    | <input type="checkbox"/> present | <input type="checkbox"/> absent |

Guest Present:

Kimberly Spencer, DPS

2. The minutes from the last meeting on **August 3, 2016** were reviewed by members present; **motion to approve these minutes was made by \_\_\_\_\_, seconded by \_\_\_\_\_.**

3. Application for Certification Packets:				
a) Dahlgren, Patrick	City of Marlborough	Local Certification Appointed 8/24/2015 Quals approved 8/5/2015 26 CEU's (ok)		
b) Franey, Patrick	Town of Barnstable	I of B Certification Local Certification 2/6/2013 62 CEU's <i>Appointed local inspector Town of Barnstable</i>		
c) Hoang, Lisa	City of Boston	Local Certification Appointed 3/2/2015 Quals approved 4/1/2015 8 CEU's (should have 16) <i>Exams completed 7/27/2015, 8/10/2015, 8/22/2015</i>		
d) Hyde, Doug	Town of Stow	I of B Certification Local Certification 5/12/2016 46.5CEU's <i>Appointed local inspector Town of Stow</i>		
e) Miller, Nelson	City of Lowell	I of B Certification Local Certification 3/2/2016 31 CEU's <i>Appointed local inspector City of Lowell</i>		
f) Shultz, Jr., Charles	Town of Ayer (?)	Local Certification Quals approved 8/5/2015 13 CEU's		
4. Examination Approval Packets:				
Copies of resumes provided today				
a) Achmed, Irwin	No Affiliation (Easthampton)	Qualifications Local and/or I of B <i>Permit Listing Report provided</i>		
b) Ashley, Bernard	No Affiliation (Bellingham)	Qualifications Local and/or I of B		
c) Bourassa, Johnny	No Affiliation (Ludlow)	Qualifications Local and/or I of B		
d) Forgue, Jason	Town of Huntington	Qualifications Local and/or I of B <i>Ack NERF today 9/7/2016</i>		
e) Mordini, Stephen	No Affiliation (Foxboro)	Qualifications Local and/or I of B <i>Pending receipt of Examination Approval Form</i>		
f) Paynton III, William	No Affiliation (Marlborough)	Qualifications Local and/or I of B		
g) Posluszny, David	No Affiliation (Shirley)	Qualifications Local and/or I of B		

h) Rothwell, Scott	Town of Walpole	Qualifications Local and/or I of B <i>requested NERF</i>		
i) Terlizzo, Anthony	No Affiliation ( <i>Vineyard Haven</i> )	Qualifications Local and/or I of B		
j) Tolman, Mark	Town of Haverhill (?)	Qualifications Local and/or I of B <i>Ack NERF today 9/7/2016</i>		

### 5. New Employee Report Form Packets:

**Footnote:**

R7.1.7.4 **Conditional appointments** 7. Any individual conditionally appointed as an inspector of buildings/building commissioner shall first be certified as a local inspector. 'February, 2011'

September 4, 2013 ~ On a **MOTION** by Bill Horrocks and **SECONDED** by Bonnie Weeks it was voted to review and Acknowledge each *New Employee Report Form* individually

a) Belanger, Donald	Town of North Andover	Acknowledge NERF <b>Inspector of Buildings</b> Appointed 6/6/2016 Local Certification 7/14/2000 66 CEU's Signed by Town Manager <i>is the chief administrative officer</i>		
b) Binette, Peter	City of Newburyport	Acknowledge NERF <b>Building Commissioner</b> Appointed 5/16/2016 I of B Certification 7/2/2014 14 CEU's Signed by Mayor		
c) Bone, James	City of Newburyport	Acknowledge NERF <b>Local Inspector</b> Appointed 5/16/2016 Local Certification 5/14/2015 64 CEU's Signed by Mayor		
d) Burlingame, Casey	Town of Southbridge	Acknowledge NERF <b>Local Inspector</b> Appointed 8/8/2016 Local Certification 8/6/2014 37 CEU's Signed by Town Manager <i>-appoints fire and police chief</i>		
e) Butler, James	City of Gloucester	Acknowledge NERF <b>Local Inspector</b> Appointed 6/27/2016 Quals approved 9/7/2011 CEU's <i>not required</i> Signed by Mayor		
f) Cefalo, Gregory	City of Gloucester	Acknowledge NERF <b>Local Inspector</b> Appointed 6/20/2016 Quals approved 1/11/2011 CEU's <i>not required</i> Signed by Mayor  <i>Appointed as local inspector 1/2/2008, received NERF 9/13/2011 Letter received 11/2/2012 Mr. Cefalo will not perform any inspections until he has received proper certification</i>		
g) Forgue, Jason	Town of Huntington	Acknowledge NERF <b>Local Inspector</b> Appointed 7/14/2016		

		review Quals 9/7/2016 CEU's not required Signed by Chairman		
h) Gardner, David	Town of South Hadley	Acknowledge NERF <b>Local Inspector</b> Appointed 9/8/2015 Local Certification 3/5/2014 45 CEU's Signed by Town Administrator – <i>is the chief administrative office – appoints police and fire chief</i>		
i) Garner, Gerald	Town of Windsor	Acknowledge NERF <b>Building Commissioner</b> Appointed 1/25/2016 I of B Certification 7/20/2010 63 CEU's Signed by Chairman		
j) Leathe, Brian	City of Beverly	Acknowledge NERF <b>Local Inspector</b> Appointed 7/18/2016 Local Certification 4/1/2008 62.5 CEU's Signed by Mayor		
k) Norton, David	Town of Walpole	Acknowledge NERF <b>Inspector of Buildings</b> Appointed 3/7/2016 I of B Certification 8/5/2008 24 CEU's Signed by Town Administrator – <i>shall be chief administrative officer – copy of vote of appointment</i>		
l) Roma, Paul	Town of Barnstable	Acknowledge NERF <b>Inspector of Buildings</b> Appointed 5/20/2016 Local Certification 7/7/2009 61.5 CEU's Signed by Town Manager – <i>letter mailed 8/17/2016 requesting information on the chief administrative officer</i>		
m) Sears, Timothy X.	Town of Peru	Acknowledge NERF <b>Inspector of Buildings</b> Appointed 6/6/2016 I of B Certification 2/9/2011 31 CEU's Signed by Chairman		
n) Schultz, Jr. Charles R.	Town of Ayer	Acknowledge NERF Appointed 3/15/2016 Local Certification 9/7/2016 0 CEU's not required Signed by Chairman		
o) Tolman, Mark	City of Haverhill	Acknowledge NERF Appointed 2/1/2016 Quals to be reviewed 9/7/2016 CEU's not required Signed by Mayor		
p) Votano, Salvatore	Town of Ipswich	Acknowledge NERF <b>Local Inspector (interim Director of Code Enforcement/ Building Inspector)</b> Appointed 7/28/2016		

		Local Certification 6/1/2016 23.5 CEU's Signed by Town Manager – <i>shall appoint building inspectors</i>		
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## 6. Extension Requests to be Certified Packets:

### Footnote:

**R7.1.7.4.1 Requests for exam schedule extension.** Upon written petition to the BOCC, any conditional appointee unable to comply with the examination schedule as cited in R7.1.7.4 may for cause, be granted an extension of time in order to comply. Petitions shall be forwarded to the clerk of the BOCC on forms for such purpose, and addressed to the office of the BBRS. The conditional appointee shall state all reasons to substantiate the request for an extension of time. Conditional appointees who have not attempted the examination schedule as herein defined during the prescribed period shall not be granted an extension, and no conditional appointee shall be afforded more than three extensions of time beyond the prescribed period for the level of certification sought. **'January 1, 2008'**

a) Morreale, John	City of Fitchburg Town of Lunenburg	Extension for Local (2 <sup>nd</sup> extension) Appointed 11/18/2014 Extension through 8/31/2016 82.5 CEU's  Passed 1A 2/13/2016 Passed 1B 5/15/2016 Failed 3B 7/31/2016		
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## 7. Hearings:

### Footnote:

**R7.4.1.4 Decisions and discipline of certification holders.** The BOCC shall issue a written decision after the hearing. Decisions shall be issued in a reasonably prompt manner. **The decision of the BOCC shall serve as a recommendation to the BBRS and shall be promptly forwarded by the Administrator to the full board for review.** If after a hearing the BOCC finds that the holder has violated any provision of R7.4.1.5, it may recommend suspension of a certification for a fixed period of time, revocation of a certification permanently, or a reprimand of the certification holder. Further, the BOCC may recommend that any order include appropriate remedial or disciplinary conditions. Once forwarded to the BBRS, the board shall either, adopt the recommendation in its entirety, adopt the recommendation with amendment, reject the recommendation in its entirety, or remand the matter to the BOCC further proceedings. A certificate holder whose certification is revoked may apply in writing to the Board for reinstatement no sooner than one year from the date of the revocation.

a) Martin, Daniel BOCC 9-2016	Town of Westminster	Extension was denied 8/3/2016 Appointed 3/27/2015 Quals approved 8/5/2015 6 mos 9/30/2015 20.5 CEU's 1A Exam scheduled for 8/7/2016 <i>Denied violation of R7.1.7.4 – did not make application to take the examination within the first 6 months of employment.</i>		
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## 8. Additional Business / Other matters as not reasonably anticipated 48 hours in advance of meeting

Examination Approval packet:

### a. For Informational purposes:

There are currently 699 certified building inspectors -- 282 Local – 417 Inspector of Buildings

## 9. Review Application for Continuing Education – Exhibit Items attached

The continuing education submitted was reviewed by members present; **motion to approve was made by \_\_\_, seconded by \_\_\_. Motion passed by unanimous vote.** (\*) Courses previously approved

Name	Date	Course Description	CEU's	Cat	Course Number
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Mulvey, Matthias	7/29/2016	Precast Concrete Off-Site Construction: Techniques & Case Studies Webinar offered by Precast/Prestressed Concrete Institute	1.0	2	<b>C-2762</b>
SEMBOA	8/10/2016	CLEAResult Residential / Commercial IECC and Code Changes	3.0	1	<b>SE-0816</b>
Ian McCallion	8/11/2016	Wind Design with the 2015 WFCM ICC# 8888	1.0	1	<b>C-2763</b>
Richard Wood	8/8/2016	ICC Region 6 meeting/panel	2.0	2	<b>IC-251</b>
William Kelly	5/19/2016	Customer Service in Government	.5		
Anthony Guigli	11/24/2015	CSG - MA Commercial Energy Code - Mechanical Provisions	3.0	1	<b>C-2514*</b>
	2/24/2015	CSG - MA Commercial Energy Code - HVAC and Indoor Air Quality	3.0	1	<b>C-2562*</b>
	2/12/2015	CSG - MA Commercial Energy Code - Envelope and Building Science	3.0	1	<b>C-2515*</b>
Marc LaPointe Paul D'Amore Jon Metivier	8/2016	Nightclub Fire Safety with DFS	6.5	1	<b>C-066*</b>
District 11	5/31/2016	District Meeting - Building Permit Applications	3.0	1	<b>D11-0516</b>
	6/29/2016	District Meeting - Building and Zoning	2.0	1	<b>D11-0616</b>
	7/27/2016	District Meeting - IBC and IRC	2.0	1	<b>D11-0716</b>
Thomas O'Donnell	7/13/2016	Wood Work - Height and Area: Using Software to Ease Building Code Analysis - online	1.0	2	<b>C-2762</b>
William Charpentier Matthias Mulvey	8/11/2016	US Dept of Energy - Intro to Commercial Building HVAC Systems & Energy Code Requirements ICC# 8875	2.0	1	<b>C-2763</b>
David Lovering	7/17/2015	Hazardous Waste Operations offered by IEE ( <i>zero credit hours 1998</i> )			
Neil Hall	2/2016	Offered through Rhode Island Building Official Association Education Expo	5.0	1	<b>C-2764</b>
	2/26/2016	Residential Energy Code re: Ice Dams, Building Envelope and HVAC Systems	1.0		
	2/26/2016	Deck Construction, Lateral Load Connectors	1.0		
	2/26/2016	Blower Door and Air Duct Code Requirements	1.0		
	2/26/2016	Critical Roof Details & Ice Dam Preventative Techniques	1.0		
District 1	7/27/2016	District Meeting - Various Topics	3.0	1	<b>D1-0716</b>
	8/24/2016	District Meeting - 521 CMR Requirements / Permits / Alternate Inspector	3.0	1	<b>D1-0816</b>

Next meeting scheduled for **October, 2016, UMASS New England Building Officials Education Association, Amherst, MA**